Skyward Family Access
New Student Online Enrollment
(Families with Current WCS Student, including EC)

Important notes

Families with an existing Skyward Family Access Account will use that account to enroll new students using **New Student Online Enrollment.** If you have a student who is already enrolled in WCS, you will not complete the New Student Online Enrollment. Instead, you will complete the **Registration Update for Returning Students.** If you have a student enrolled in EC, you will complete New Student Online Enrollment.

For the best user experience, we recommend using a computer and the Chrome browser. For language support, you may want to utilize the Google Webpage Translator for Chrome.

Ensure your pop-up blocker is set to allow pop-ups from Family Access. Instructions

Need Help?

Please contact the school where your child is zoned and request to speak with the secretary or registrar in charge of enrollment.

Enroll a New Student

On the Skyward Family Access Account login screen, enter your *login information* and select *Sign-In.* From the menu on the left, select ***New Student Online Enrollment.***

Home
WCS New Student Enrollment
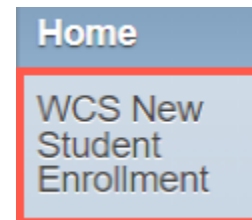
Tips for Completing Enrollment

At the end of every step, you will have the option to complete and move to the next step or just complete the step. Selecting one of the *Complete* options will save that step.

> Complete Step 1 and move to Step 2: Family/Guardian Information
>
> Complete Step 1 Only

The ***Print Application*** button will allow you to print the application. Please note that all registration is online, and printing the application is only for your reference.

> Print Application

After completing each step, you will see a green check and a completed date.

> ✓ Date Completed: 04/24/2020

Important Notes for Step 2: Family/Guardian Information

Most of the information in the Family/Guardian Information section will be populated with information already in Skyward for your other child(ren) and locked for editing. To make changes to information that is locked, you will need to contact the school of your currently enrolled child.

Important Notes for Step 3: Emergency Contacts

Parents and guardians added in Step 2 will automatically be emergency contacts. You do not need to add parents or guardians here. It is not required that you add emergency contacts, but you may choose to add up to five if you would like.

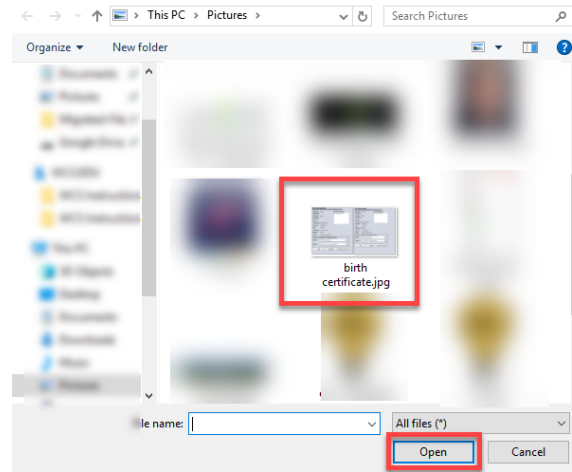## Important Notes for Step 4: Requested Documents

Prior to completing this step, you will want to scan and save copies of the necessary items. If you do not have a scanner, you can use your cell phone and a free app like Google Drive (iOs/Android) , Adobe Scan (iOs/Android) or Genius Scan to take photos of the documents and access through cloud based services or email to yourself. You might also want to give the image a descriptive name to make browsing for the correct file easier.

An asterisk will identify the documents that are required. To upload a document, select **Browse** or **Choose File.**	*Birth Certificate: [ ] Browse... *Immunization Form: [ ] Browse... *Parent Photo ID: [ ] Browse... *Proof of Residency: [ ] Browse... *Utility Bill One: [ ] Browse... *Utility Bill Two: [ ] Browse... Parenting Plan: [ ] Browse... Physical Exam: [ ] Browse... Residency Affidavit: [ ] Browse... Resident Photo ID: [ ] Browse...
Select the file and **open.** Acceptable file types are .JPG, .PNG, or .PDF.	
Each uploaded file will appear with the title and file type. If you need to make changes, select **Remove File.**	*Birth Certificate: birth certificate.jpg **Remove File**

Important Notes for Step 5: Additional District Forms

Select the **name of each form** to open and complete.	20-21 Guardian Information
After completing, make sure to **Save.**	Save Save and Print Back
Each form completed will be noted.	20-21 Guardian Information ☑ This form *has been completed*

New Student Online Enrollment Summary Page

The Summary Page will allow you to check the status of an enrollment application or allow you to enroll additional students. Access the summary page by logging into your Skyward Family Access Account.

Submitting the Online Enrollment Application

Verify each step has a green check with date completed and select **Submit Application to the District** at the bottom of the page. You will **Submit Application** again on the Confirm page and select **OK** after reading the Application Submitted message.

Important notes:
- Submitted applications cannot be edited.
- Applications are manually processed so there will be a delay between submission and acceptance.
- Submitting an application does not mean your child is enrolled. Your child will be considered enrolled after the application is processed and all required documentation is received and verified by the district.